

WELCOME! THE PRESENTATION WILL BEGIN SHORTLY...

1. Test your audio to ensure that it is working correctly
 - To change your speaker, microphone, or camera settings, select More actions (...) > Show device settings in your meeting controls



- Then, select the speaker, microphone, and camera options you want
 - The instructors are standing by to provide assistance if needed
2. Use **Show conversation** to open the **Meeting chat** panel
 - You can use **Meeting chat** to ask questions or respond
 3. Please press the microphone button (mute your PC) when not speaking





SEPTEMBER 2020

INTERMEDIATE AGENCY FINANCIAL REPORTING SYSTEM (AFRS) VIRTUAL TRAINING

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OFM

OFFICE OF FINANCIAL MANAGEMENT

AGENDA

Welcome Information

Roll Call and Introductions

What is AFRS Intermediate Training?

Learning Objectives

Other Topics of Interest?

What's New?

Lessons and Demonstrations

Help and Resources



WE ARE HAPPY YOU'RE HERE!

Breaks

Same content as the in-person class

In case we get disconnected...

Self-paced practice exercises

Training material available at ofm.wa.gov

Evaluations



INTRODUCTIONS



Name?

Agency?

Location?

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WHAT IS AFRS INTERMEDIATE TRAINING?

Addressing more advanced AFRS topics that typically result in calls to the Help Desk

Learning about topics not covered in other classes

Covering topics that aren't common when first using AFRS

Who has taken the Introduction to AFRS eLearning?



LEARNING OBJECTIVES

How to Get a Vendor on a Table

How to Handle When a Vendor is Blocked and Other Process Corrections

Vendor Ownership and Interest

Understanding Payment Options

How to Handle Credits, Warrants, and IAP

Journal Vouchers

Understanding Accrual (XX and XY) Batches

How to Use Subsidiary Ledgers

AFRS Reporting, EOS, and Enterprise Reporting (ER)

Understanding the Chart of Accounts (CoA)

Some topics include a paired demonstration in a training environment



OTHER TOPICS OF INTEREST?

WHAT'S NEW FOR 2020?

Ownership and Interest changes

OFM replaced the existing warrant pull process with a new pull for cancellation process in partnership with DES

Vendor record has been blocked by the Office of Foreign Asset Control List (OFAC)

- Changes to VE.2 and VE.3

New Financial Toolbox URL

- <https://ftbx.ofm.wa.gov/>

New Statewide Vendor Number Lookup URL

- <https://ofm.wa.gov/it-systems/accounting-systems/statewide-vendorpayee-services/statewide-vendor-number-lookup>



STATEWIDE VENDOR UNIT PROCESSING UPDATES

Inactive SWV records (two-years and three-months) will be purged from the AFRS table

- Should the vendor require payment, a new statewide vendor payee registration/W9 form will be needed

Effective April 1, 2020 the payee registration unit will be introducing new forms statewide

- There will be three separate forms that can be used alone or in combination with each other
- Only the fields that are changing must be filled in



DEMONSTRATION #1

LOG ON TO AFRS

Watch the instructors demonstrate this
exercise

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HOW TO GET A VENDOR ON A TABLE

Anyone who wants to do regular business with WA has to register

- On the registration form, provide the mailing address, email address, W-9 (for 1099 reports), and banking info:
 - <https://www.ofm.wa.gov/sites/default/files/public/itsystems/payee/statewidePayeeRegistrationForm.pdf>

Information on Statewide Vendor File Maintenance:

- <https://www.ofm.wa.gov/sites/default/files/public/itsystems/afrs/statewideVendorFileMaintenance.pdf>



HOW TO GET A VENDOR ON A TABLE – CONT.

What about paying other State agencies?

- We use the Interagency Payment (IAP) process – paying the agency like an EFT (but really a journal voucher transfer) through the State Treasurer.
 - Uses TC 210 (changes to 640)
 - Payee has to be on SWV table (see SWV0006858-00)
 - Payment type has to be “J” (lists IAP Payment on VE.3)
 - Requires Billing agency and Fund on VE.3
 - View your IAP vendors on VE.8



WHAT IF YOUR VENDOR IS NOT ON THE TABLE?

The vendor may not be on the table because:

- Vendor doesn't want to register
- This is a one-time payment – warrants only

The Employee may be on the VE.2 screen but their record could be blocked and unable to be used

- Preferable to use an exception code
- If not, submit a ticket to temporarily unblock the vendor

In all these cases, fiscal can use the one-time payment or “Exception Code”



WHAT ARE EXCEPTION CODES?

Used for payments to vendors like out of state counties for records, issuing refunds, or one time grant payments

- Codes (01-06) are located on AFRS TM.1.4 table
- Input person chooses the code based on the type of payment
- Exception code is used instead of vendor number
- Can be used on Toolbox or other uploads to AFRS

One-time payments are not connected to the SWV table - they should be made by exception code out of the agency's system

Exception Code Payment & Address Rules:

- <https://ofm.wa.gov/sites/default/files/public/itsystems/afrs/ExceptionCodePayment%26AddressRules-March2020.pdf>



VIEW AN EXCEPTION CODE PAYMENT

Watch the instructors demonstrate

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**BREAK –
RETURN AT 9 AM**

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MORE VENDOR INFO

Where do employees go?

- They get added to HRMS which feeds the VE.2 Statewide Employee Maintenance screen
- Payment Type (warrants/EFTs) are started and maintained in HRMS but can be changed by OFM on request

Where do I enter board and commission members?

- Board members are treated differently depending on your agency
- They must register to be added to the Statewide Vendor table



DEMONSTRATION #2

LOOK UP A STATEWIDE VENDOR

Watch the instructors demonstrate this
exercise

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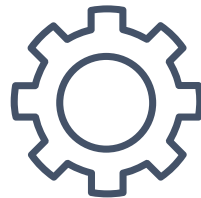
BLOCKED VENDOR AND OTHER PROCESS CORRECTIONS

The Payee Registration team does great work keeping the SWV table up to date and accurate

One part of that effort is blocking or inactivating vendors who have not been used

The vendor can request blocking (e.g. - to consolidate their locations)

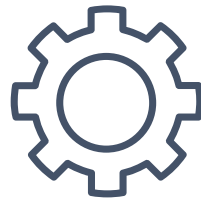
Vendors are archived and no longer viewable in AFRS after 27 months



BLOCKED VENDOR AND OTHER PROCESS CORRECTIONS

If a SWV is not used regularly, check the table:

- A field in VE.3 should tell the agency why a record was blocked
- If it's been blocked, you will need that vendor to re-register or see if there is another SWV number to use.
- The table has several dates (Orig. Add, Last Updated, Last Used)



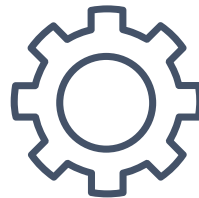
BLOCKED VENDOR AND OTHER PROCESS CORRECTIONS

If any corrections to the SWV are needed, contact Statewide Vendor/Payee Services:

- Phone: 360-407-8180
- Email: PayeeRegistration@ofm.wa.gov
- Send forms to: PayeeForms@ofm.wa.gov
- <http://www.ofm.wa.gov/payee>

There will be three separate forms that can be used alone or in combination with each other

Only the fields that are changing must be filled in



DEMONSTRATION #3

VIEW A BLOCKED VENDOR

Watch the instructors demonstrate this
exercise

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WHAT ARE VENDOR INTEREST AND OWNERSHIP FIELDS?

There is a linked screen (F5) that shows whether any agencies have a connection to that vendor (Interest) or claim the client (Ownership)

Ownership is now blank or OFM as it controls the SWV table, but any agency can record Interest

Multiple agencies can have Interest on the same record

See system document for more info

- [https://ofm.wa.gov/sites/default/files/public/itsystems/af/rs/Interest%26Ownership forStatewideVendors%26StatewideEmployees-September2020.pdf](https://ofm.wa.gov/sites/default/files/public/itsystems/af/rs/Interest%26Ownership%20forStatewideVendors%26StatewideEmployees-September2020.pdf)



UNDERSTANDING PAYMENT OPTIONS

The state of WA has several payment options available:

- Warrant (Regular and Inserted)
- Electronic Funds Transfer (EFT)
- Inter-Agency Payment (IAP)

AFRS Payment Options:

- [https://www.ofm.wa.gov/sites/default/files/public/itsystems/afrs/PaymentOptions in AFRS-August2020.pdf](https://www.ofm.wa.gov/sites/default/files/public/itsystems/afrs/PaymentOptions%20in%20AFRS-August2020.pdf)



UNDERSTANDING PAYMENT OPTIONS

Warrants (work like a personal check)

- Drawn on the Treasury account
- Defined as a promise to pay

EFT (automated payment through banks)

- Vendor only gets mail if they choose printed remittance advice
- Vendor has to register and provide correct banking info to the OFM Payee Registration staff
- EFT can be rejected by the bank (or payee) and a reissue of the payment may be required

Interagency (IAP)/Inter-fund Transfer (IFT)

- Allows money to go between agencies or funds as long as they are in a Treasury account (not colleges or some agencies)
 - Email is sent to receiving agency and SWV must be set up for payee
 - Transcodes will change to transfer money to agencies automatically



DEMONSTRATION #4

PAYING A VENDOR

Watch the instructors demonstrate this
exercise

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PAYMENT OPTIONS Q&A

DISCUSSION TOPIC

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WHEN THINGS GO WRONG...

Occasionally a vendor will be paid the wrong amount, receive duplicate payments, or the wrong SWV is chosen

- The vendor should notify you with an e-mail, credit your account, or return the warrant

Occasionally an agency will enter a future payment date when not needed

- If you have a transaction but are missing the payment, view the IN.2 screen to review and release if needed



WHEN THINGS GO WRONG...

OFM replaced the existing warrant pull process with a new pull for cancellation process in partnership with DES

- This process will be used by all agencies when they need to request a warrant pulled for cancellation

The new process is as follows:

1. Agency will send a completed [OFM Pull for Cancellation Form 2.20.20.pdf](#) to the Payee Registration Unit.
2. CMS will pull the warrant(s), identified on the completed Pull for Cancellation form, and stamp as CANCELLED or VOIDED.
3. CMS will forward the cancelled warrant to the requesting Agency's mailstop, as identified on the completed Pull for Cancellation form.



POSSIBLE SOLUTIONS

Vendor credits can only be applied to open invoices, not just a batch of unrelated payments

Credits can only be applied if you have a positive dollar amount for that vendor in the batch

Returned warrants - follow the Payment cancel process:

- <https://ofm.wa.gov/sites/default/files/public/itsystems/afrs/paymentCancellationAndReturns.docx>

EFT can be returned if done before the third day after payment



WHEN AN IAP WAS SENT TO AN INCORRECT VENDOR

1. Create a JV that has the same document number as the payment (e.g. – 123456\).
2. On the JV, use Trans Code 264 (orig. copy to OST), include all the expense coding, the debit/credit indicator (for OST), and the amount.
3. Send the original JV to OST to have them clear the payment from in-process for both agencies.





**BREAK –
RETURN AT 10 AM**

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JOURNAL VOUCHERS



UNDERSTANDING ACCRUAL (X AND Y) BATCHES

AFRS offers automatic accrual and reversal in the next month

A Batch Type that starts with X_ (any alphanumeric can be used for space) will create a reversing batch (Type YX, Y0-Y9) in the next fiscal month

Batch Type XX is commonly used for month end accruals and other transactions with certain exceptions

NOTE:

- If the next fiscal month is open, the Y Batch will post within 3 business days after input
- If you enter the batch before the current month end, it will post within one business day



UNDERSTANDING ACCRUAL (X AND Y) BATCHES

More batch type X_ rules:

- If submitted while FM 12 is open, reversal occurs in FM 13
- If submitted in FM 99, it will be reversed in the currently open fiscal month (01, 02)
- Should not use X_ batches in FM 12 or FM 99 to accrue expenditures for single year operating appropriations (not reversed)
- Should not use X_ batches for accruals in FM 24 or 25
 - They can't be reversed in FM 01 against new biennium appropriations
- Cannot be used to reverse warrant, EFT, IAP, or IFT transaction codes



HOW TO USE SUBSIDIARY LEDGERS

Where do you find Subsidiary Ledgers in AFRS (D32)?

- TM.1.1

Where do you find Subsidiary Ledgers balances in Enterprise Reporting?

- By running an ER “Subsidiary GL Trial Balance by Account” report

When are they mostly used?

- Agencies use subsidiary ledgers for balancing their “Due To/Due From” GL accounts during the course of the year, but especially at fiscal year-end



ADDING A NEW SUBSIDIARY LEDGER

Watch the instructors demonstrate

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AFRS REPORTING

There are three methods for running reports of AFRS data:

- Mainframe Reporting
- Enterprise Output Solutions (EOS)
 - Best AFRS print option while working remotely
- Enterprise Reporting (ER)



MAINFRAME REPORTING

Report Request (RR) is an AFRS system function providing agency control to select and distribute daily and weekly reports; view and print the report requests; and create and change the report banner page

- <https://www.ofm.wa.gov/sites/default/files/public/itsystems/afrs/reportRequest.docx>

The following are the few remaining reports that are available in AFRS - all other Monthly reports are available within Enterprise Reporting

- MWP260A - Accounts Payable Report (by Payable Number)
- MWP265A - Accounts Payable Report (by Vendor Number)
- MCP482N - Approved and Adjusted Detail to Date Project Cost Report (by Project)
- MCP482P - Approved and Adjusted Detail to Date Project Cost Report (by Sub Project)
- MCP482R - Approved and Adjusted Detail to Date Project Cost Report (by Project Phase)



ENTERPRISE OUTPUT SOLUTIONS (EOS)

EOS manages the electronic archival, retrieval, and distribution of computer-generated reports

EOS Thin Client is a browser-based tool and is supported by WaTech using AFRS data

Allows agencies to get their own rejected transaction reports

Application for agency access:

- https://stofwadeptofenterpriseservices.formstack.com/forms/eos_license_request



ENTERPRISE REPORTING (ER)

Enterprise Reporting offers a selection of pre-defined budget and financial reports

These reports allow agencies to view budget and financial data online or print to a local printer

You can customize, schedule, email, and download reports in different file formats

See the Financial Reports Inventory for a list of standard financial reports available for use:

- <https://www.ofm.wa.gov/it-systems/enterprise-reporting-er/financial-reports-inventory>



ENTERPRISE REPORTING (ER)

Why use ER over Mainframe Reporting or EOS?

- More flexible, no waiting for reports, can be emailed directly to you

How do I get an ER login?

- Visit OFM ER Product Page and select the appropriate link

Recurring reports caveats:

- Don't set dates for years away, turn off when changing jobs

ER eLearning available on the LMS



DEMONSTRATION #5

ER REPORT DEMONSTRATION

Watch the instructors demonstrate this
exercise

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UNDERSTANDING THE CHART OF ACCOUNTS (COA)

What is CoA and who maintains them?

- A Chart of Accounts (CoA) is an index of all the financial accounts in the general ledger
- Both OFM Accounting and agency staff maintain them

Current CoA is rolled-over every biennium

Each agency can change tables before July 1st

- Tables can be updated if you have security
- If a code is used, it can't be deleted for rest of biennium

CoA system documentation:

- <https://ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs/afrs-documentation>



DEMONSTRATION #6

COA TABLE LOOKUP

Watch the instructors demonstrate this
exercise

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Q&A



STAYING INFORMED

To get copies of the latest system documentation:

- <https://www.ofm.wa.gov/it-systems/agency-financial-reporting-system-afrs>
- Look under Reference Materials

State Administrative and Accounting Manual:

- <http://www.ofm.wa.gov/policy/default.asp>

Sign up for AFRS GovDelivery:

- <https://public.govdelivery.com/accounts/WAGOV/subscriber/new>



WHO TO CONTACT WITH QUESTIONS?

AFRS:

- OFM Help Desk
 - Phone: 360-407-9100
 - Email: HereToHelp@ofm.wa.gov

Accounting Policies and Procedures:

- OFM Accounting Consultant
- Follow the link to find your OFM Accounting Consultant
 - <http://www.ofm.wa.gov/accounting/swa/swacontactsbyagency.asp>



RECOMMENDED TRAINING

In-person state year-end classes cancelled due to COVID-19
OFM Statewide Accounting has created eLearning classes
These classes are available on our OFM website under the
Accounting tab, Training:

- <https://ofm.wa.gov/accounting/training-accounting-and-budget-staff>



RECOMMENDED TRAINING (CONT.)

Our other AFRS class:

- OFM Intermediate AFRS Transaction Codes Virtual Training

Enterprise Reporting eLearning:

- WA-State Enterprise Reporting - Flexible Reports
 - Course code: ER_Flexible_Reports_ORG

New Web Intelligence (WebI) eLearning:

- OFM Web Intelligence (WebI): Financial Reporting e-Learning
 - Course code: OFM_WEBIFR2020





PLEASE COMPLETE OUR SURVEY!

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Any questions?

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